



North Carolina





Entered the Union 1789
 Population (est. 1994):
 7,070,000 Rank: 10/50
 Land Area (square miles):
 48,708 Rank: 29/50

State Historical Records Coordinator:
 Jeffrey Crow, Director
 North Carolina Division of Archives and History
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ARCHIVES AND RECORDS PROGRAM	FINANCES 
State Archives Established: 1903 State Records Management Initiated: 1913 State Records Center estab. 1948 Archives and Records Management Placement Department of Cultural Resources (under Governor), Division of Archives and History, Archives and Records Section	Total State Govt Expenditures (1993): \$15,494,643,000 Total Budget, Archives and Records Management (FY 1994): \$2,536,569 See "Notes" section, below, for program elements included in budget and FTEs. Percent of Total State Expenditures Allocated to Archives and Records: 0.016 % State Archives and Records Management funding has increased over last 2 years.

STAFFING			
State Government FTEs (1992): 109,046		Number of Archives/Records FTEs per 1000 State FTEs: 0.69	
Archives & Records FTEs (1994):		Average earnings for all full-time state employees	
Total	75	(Oct. 1992):	\$28,956
Archives	30	Salary ranges for entry level professionals	
Records Mgt	42	Archivist I	\$21,708-35,226
Administrative	3	Rec Mgt Analyst I	\$22,626-36,827

HOLDINGS								
State Archives					Records Center			
Paper records	Government	42,483	cu. ft.		Paper records	Government	140,928	cu. ft.
	Nongovernment	1,651	cu. ft.		Microfilm (total no of rolls)		180,000	rolls
Microfilm (total no of rolls)		32,800	rolls		Computer tapes		1,000	reels
Computer generated		15	reels		Photographs		5	items
Photographs		1,000,000	items		Films, videos, audio tapes		7	items
Films, videos, audio tapes		642	items		Maps, blueprints, drawings		100	cu. ft.
Maps, blueprints, drawings		611	cu. ft.		Books		3	items.
Books		540	cu. ft.					

ACCESS TO RECORDS IN STATE ARCHIVES				
Reference services provided (FY 1994)		Arrangement and description activities (FY 1994)		
State Archives		Records arranged and described 485 cu. ft.		
Individual daily visits	16,107	(40 series)		
Mail requests	14,352	Descriptions of holdings are provided through:		
Telephone requests	1,759	Networks: NC Information Network, RLIN		
Reference activity was stable over last 2 years.		Other: Dial-up catalog [give number]		
cont.		Telnet to gopher [give address]		
		cont.		

cont.

cont.

Access to Records in State Archives, cont.**Reference services, cont. Services provided free of charge:**

Use of reference room
 Answers to in-state mail requests
 Faxes of selected documents or finding aids
 Commercial use of documents/photos

Services provided for a fee:

Answers to out-of-state mail requests
 Photocopies and faxes of documents or finding aids
 Typed certified copies or exemplifications

No new fees have been instituted in last 2 years. The existing search and handling fees for out-of-state correspondents was increased from \$5 to \$8 effective July 1, 1995.

Arrangement and description, cont.

Nonelectronic finding aids available at State Archives describe 100% of holdings at record group level and 90% at series level.

Published finding aids produced by State Archives describe 50% of holdings at record group level and 40% at series level

Automated finding aids accessible in-house and remotely describe 60% of holdings at record group level and 50% at series level.

FACILITIES**State Archives Facilities**

(owned by Department of Cultural Resources)

Constructed: 1968 (Bldg. A); 1952 (Bldg. B)

Total storage capacity: 33,183 cu. ft. (Bldg. A)
 21,600 cu. ft. (Bldg. B)

Percent now occupied: 99.9%
 Already full to capacity
 Major renovation planned for Bldg. A

Existing environmental controls:

70% year-round temperature controls
 70% year-round humidity controls
 100% fire detection
 0% fire suppression

Note: Less than 70° F and 50% relative humidity in 1968 facility; system inadequate in 1952 facility.

State Records Center

(owned by Department of Cultural Resources)

Constructed: 1975

Total storage capacity: 120,000 cu. ft.

Percent now occupied: 99%
 Already full to capacity.
 No construction planned.

Additional space is also leased; 14% of holdings are stored in this leased space.

Existing environmental controls (ANSI standards):

100% year-round temperature controls
 100% year-round humidity controls
 100% fire detection
 0% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES**Technical assistance provided by State Archives (FY 1994):**

No. completed 322 (local govts)
 No. of agencies served 256 (local govts)

No. of local government units (1992):

100 counties 335 special districts
 518 municipalities

Services to state agencies and local governments:

Training and consultation
 Publications
 Conservation/preservation services
 Micrographics services and security microfilm storage
 Inventorying and processing

State Archives has authority to accept original archival records from local governments

MICROGRAPHICS**Microfilming activities by Records Services Branch (FY 1994)**

Source document microfilming 3,795,451 images
 Processing 5,424 rolls
 Duplicating 8,746 rolls

Archives and Records Section provides centralized micrographics services for state and local government agencies.

Archives and Records Section has experienced some redox problems.

Archives and Records Section stores security microfilm for state and local government agencies.

PRESERVATION POLICIES AND SERVICES**Preservation activities by State Archives (FY 1994)**

13,670 sheets cleaned
 61,104 sheets deacidified
 13,941 sheets encapsulated

State Archives does not have a preservation officer but does employ a trained, full-time conservator. It does not have a written preservation plan nor a written disaster plan.

State Archives performs limited conservation treatment for a fee.

The North Carolina Preservation Consortium provides statewide preservation services. The Department of Cultural Resources administers a disaster response plan.

AUTOMATED APPLICATIONS**Archives and Records Section uses the following automated applications:**

Finding aids	MARS and FAIDS using Primos, Word for Windows 6.0
Inventory control	MARS and FAIDS using Primos
Records sched	FAIDS using Primos, Word 6.0
Correspondence	Word for Windows 6.0, Primos
Space mgt	FAIDS and SPACE using Primos
Bookkeeping	Primos information software
Publications	Word for Windows 6.0
Personnel mgt	Primos

(currently switching to Unix system to replace Primos)

Electronic Mail

State Archives can communicate within the agency, with other agencies in state government, and with others via the Internet.

NASIRE reports that North Carolina is developing an e-mail transfer protocol to replace 14 disparate electronic mail systems.

ELECTRONIC RECORDS

State Archives has an electronic records management program, at both the section and division levels, that is integrated with regular program.

State Archives has surveyed/ inventoried and scheduled dispositions for electronic records. It stores security copies of electronic records for other agencies, but does not currently accession, provide reference access, or perform preservation work on these materials.

The director of the Division of Archives and History appointed an Advisory Committee on Electronic Records (ACER) in late 1991. ACER meets quarterly; its members include the State Archivist, information resources managers from several state agencies, a county register of deeds, an urban records officer, and administrative representatives of the State Library and the State Information Processing Services. One of its earliest projects was development of the State Public Records Cataloging System (SPRCS), an electronic records locator system for city, county, university, and state agency records.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1993 statute
Includes electronic records but not e-mail.

Public's right to access to government records

provided in statute.

Restrictions to specific classes of records

provided, no set time limits on restrictions.

Permanent paper standards

For selected state publications only

Optical imaging standards

1992 guidelines

Admissibility of microfilm

1993 statute

Admissibility of optical images

1992 guidelines

Admissibility of electronic records

1992 guidelines

Theft/defacement of a public record

1994 statute

Replevin

1974 statutes

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

Assigned to Office of State Controller and State Information Processing Center; State Archives is active in state's IRM work.

Information Policy Coordination

Constituted formally and assigned to Office of State Controller and State Information Processing Center; State Archives is active in state's information policy work.

Government Information Locator Service

1992 guidelines.

Electronic Access to Government Information and Services

NASIRE reports that North Carolina has several interactive voice response systems and is planning a pilot kiosk project.

NGA reports that the developing North Carolina Information Highway will be "one of the world's fastest wide-area, multimedia communication networks, offering tremendous opportunity for economic development."

North Carolina Information Highway (NCIH)
<http://www.ncih.net/>

North Carolina Legislature
<gopher://ftp.legislature.state.nc.us>

State Library
<http://hal.dcr.state.nc.us/ncslhome.htm>
<gopher://hal.dcr.state.nc.us/>

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS

**State historical grants program**

In mid-1993 the North Carolina State Legislature appropriated \$1 million for the State Grants Program for Nonprofit Historical Organizations and Local Governmental Entities. Administered by the Division of Archives and History, the program gives priority to

educational objectives. Grants may aid local history museums and historic sites; help preserve, conserve, and make accessible historic records; assist with development of historical publications; and promote the preservation of historic properties and archaeological sites across the state.

SHRAB ACTIVITIES



The North Carolina State Historical Records Advisory Board recently published *To Secure Our Legacy: The Future of North Carolina's Documentary Heritage*. This needs assessment study was supported by a grant from the

National Historical Publications and Records Commission as a ten-year update to a 1983 planning document for the state's archival and records program.

FOR FURTHER INFORMATION

**State Archives and Records Management**

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Notes

Program elements included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the North Carolina budget and personnel figures also cover

- service to local governments,
- centralized micrographics,
- preservation microfilming
- records center
- records preservation

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Jesse R. Lankford, Jr., Assistant State Archivist, North Carolina State Archives, 109 East Jones Street, Raleigh, NC 27601-2807. Telephone: (919) 733-3952.

Estimated State Population (July 1, 1994):

Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.